

City of Chattanooga, TN
Personnel Class Specification

CLASS CODE 1709

FLSA: Non-Exempt

CLASSIFICATION TITLE: PLANNER

PURPOSE OF CLASSIFICATION

The purpose of this classification is to coordinate all planning and program development activities, including program implementation strategies for ongoing projects and new product development, based upon economic and community development principles and utilizing data gathered through public input, research, forecasting, and statistical methods.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Conducts studies; determines specific guidelines for studies, utilizing knowledge of research techniques, regulatory limitations, local ordinances, and other information.

Addresses feasibility and cost-effectiveness of various programs, projects, and proposals; evaluates outcomes of program/project strategies in relations to needs to be addressed through implementation of strategies.

Applies regulatory conformance to all proposals for special projects and ongoing programs.

Establishes long-range objectives; specifies strategies and actions to achieve objectives to advise management on the overall intent of programs/projects.

Conducts field investigations, economic and community surveys, demographic studies, and other research to gather required information.

Reviews and evaluates environmental impact studies, construction specifications, budgets, staffing estimates, and all other data required to formulate project formats and requirements; organizes data from all sources using statistical methods to ensure validity of materials.

Develops alternative plans for programs/projects, incorporating data collected from surveys/recommendations for review by management and public officials.

Assists in the development and implementation of new projects, programs, and

departmental strategies.

Maintains database of socio-economic environmental, regulatory, and national/regional/local factors to formulate program and direction emphasis.

Communicates strategies and findings applications for use by others; provides advice to management, public officials on technical systems-related or process-related topics.

Provides budgetary input for expenditure of entitlement funds and other federal, local, and state funding sources; reviews and approves invoices.

Prepares or completes various forms, reports, correspondence, research/statistical reports, summary reports, financial reports, strategic plans, charts, graphics, requests for proposal, schedules, timelines, or other documents.

Receives various forms, reports, correspondence, invoices, architectural proposals, contracts, drawings, environmental assessments, economic forecasts, reports/studies, demographic profiles, GIS maps, zoning/code maps, codes, rules, regulations, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Communicates with supervisor, employees, other departments, community leaders, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Attends meetings; makes speeches or presentations.

Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

ADDITIONAL FUNCTIONS

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, spreadsheet, database, graphics, or other programs.

Answers the telephone; provides information, guidance and assistance; records/relays messages or directs calls to appropriate personnel; returns calls as necessary; responds to requests for service or assistance.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in Urban Planning and Design, or closely related field; supplemented by one (1) year previous experience and/or training involving urban planning, program development, strategic planning, research, analytical applications, or related experience required; or any equivalent combination of education, training,

and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess a valid State of Tennessee driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in a supervisory capacity.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to

qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.